

FACILITY MAINTENANCE SUPERVISOR

ORCHARD MANOR

This position is responsible for the overall maintenance of the Orchard Manor Nursing Home and assigned properties as well as the direct supervision of the maintenance and grounds staff.

MINIMUM QUALIFICATIONS

Education:

- Associate Degree in Maintenance/Engineering or related field
- Training in the care of buildings, building systems and structures
- Training in the care of machinery and grounds
- Possession of a valid Wisconsin drivers license
- Training in universal blood and bodily fluid precautions desirable

Experience:

- Three years experience in the maintenance of institutional/commercial buildings, such as a hospital, nursing home, or power plant
- One year supervisory experience
- Experience and proficiency in using computers; specifically using Microsoft Office and Excel software

Note:

- Must be able to work other than normal hours when needed or deemed necessary; normal working hours are 8 a.m. to 4:30 p.m., Monday thru Friday
- Must be able to be on-call for emergencies
- Equivalent combinations of job related education and experience may be considered

[A Grant County application for employment, complete list of job requirements, and job description](#) may be obtained at www.co.grant.wi.gov or the Grant County Personnel Department (608)723-2540. **Grant County Application must be on file, completely filled in, no later than 4:00 p.m. on November 9, 2010 to:**

Grant County Personnel
111 S. Jefferson St.
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

GRANT COUNTY JOB DESCRIPTION

TITLE: Facilities Maintenance Supervisor

DEPARTMENT/ AGENCY: Orchard Manor

IMMEDIATE SUPERVISOR: Orchard Manor Administrator

PAY RANGE: Non-represented Schedule 1; Grade B

FLSA: (under review)

NATURE OF WORK

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Knowledge, Skills and Abilities:

1. Knowledge of general maintenance, such as boiler, heating, air conditioning, refrigerators, freezers, electrical wiring, etc.
2. Knowledge of methods and procedures in mechanical drawings and lay out work
3. Ability to read, follow, complete, and remember instructions in the use and maintenance of shop tools and equipment
4. Ability to interpret a variety of instructions furnished in written, oral, and diagrammatic or schedule form
5. General mechanical knowledge
6. Must possess leadership ability and the willingness to cooperate and work effectively and harmoniously with the staff and public
7. Ability to solve practical problems and deal with a variety of situations where immediate good judgment skills are necessary
8. Ability to respond to emergencies when needed
9. Ability to work with safety in mind at all times

10. Ability to meet physical demands of the job including lifting and climbing
11. Ability to read and communicate in English to develop policies, standards and procedures and to interpret these for other staff members; ability to articulate clearly and understand English to communicate with other staff

ESSENTIAL FUNCTIONS

Under general direction

1. Responsible for all applications/systems related to maintenance including:
 - a. Arrange for repairs/maintenance on equipment
 - b. Maintain equipment and supplies for department
 - c. Preventive maintenance planning and scheduling
2. Responsible for keeping buildings in good repair and keep free of hazards such as those caused by electrical, plumbing, and heating including:
 - a. Keep heating and air conditioning in good working order at all times
 - b. Perform monthly maintenance checks of the building, grounds, and facilities
 - c. Maintain and perform minor carpentry and repair work when necessary
 - d. Maintain the exterior grounds
 - e. Order and requisition supplies
3. Maintain fire alarm and emergency generator system including:
 - a. Perform tests on fire alarms and emergency generator system weekly
 - b. Inspect fire extinguishers on a maintenance schedule
 - c. Participate in fire drills
 - d. Keep required records of test results
4. Responsible for maintaining nurse call and security system
5. Remain in compliance with federal, state, and local codes/laws
6. Supervise and discipline maintenance staff including:
 - a. Evaluate staff consistent with the personnel policies of Orchard Manor
 - b. Participate in the selection of employees for the maintenance department
 - c. Orient and instruct all maintenance personnel
 - d. Assign work assignments on a maintenance schedule
 - e. Establish a call-in schedule for staff; communicate staff availability for call-in to the appropriate departments
7. Participate in and plan department and facility-wide inservice programs when necessary
8. Inform Administrator of problems pertaining to Orchard Manor's maintenance
9. Assist with maintaining policies and procedures pertinent to the maintenance department
10. Budget planning for the maintenance department and functions to maintain the budget within accepted guidelines on a monthly basis
11. Perform other duties as assigned and as deemed necessary/appropriate

SUPERVISION RECEIVED

Under the supervision of the Administrator, general and specific assignments are received and work is performed according to prescribed methods and procedures.

SUPERVISION EXERCISED

Provide direct supervision to maintenance and grounds staff

ENVIRONMENTAL FACTORS

Work in a variety of indoor and outdoor settings. Good manual dexterity and manipulation skills to repair or install equipment. Tolerate being on feet 6-9 hours a day while performing maintenance tasks. Squat, bend, twist, kneel, and crawl occasionally to make repairs or perform yard work. Stand on ladder while performing overhead work to make repairs in ceiling. Reach from floor to overhead to make building repairs or perform work on the grounds. Lift 50 to 100 pounds occasionally while repairing or installing equipment. Carry 25-50 pounds occasionally.

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 10/21/2010